



**Department of Housing and Community Development**

**August 2, 2007**

**NOTIFICATION OF VACANCY**

**BUILDING & FIRE CODES SERVICES SPECIALIST  
(Compliance Safety Officer IV)**

**POSITION: #00152**

**LOCATION:**

**DHCD  
501 N. 2ND STREET  
RICHMOND, VA 23219**

**HIRING RANGE:**

**\$50,000 - \$60,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development seeks a detailed individual to fill our Building and Fire Codes Services Specialist position within our Division of Building and Fire Regulations/Technical Assistance Services Office (TASO). Responsibilities: Administer, monitor, and enforce, where authorized, compliance with state and federal building related regulations. Provide administrative, technical, and enforcement support services regarding such regulations to various clients, and offer opinions regarding the content, interpretation, and application of such regulations. Provide educational and training support services regarding such regulations to the Jack A. Proctor Virginia Building Code Academy and various clients. Coordinate, effectuate, and provide administrative and technical assistance relative to the regulatory code development and code change processes for the state building and fire related regulations and similarly participate for the national model building codes. Promote enforcement of the Virginia Maintenance Code and the Virginia Statewide Fire Prevention Code by local governments. Conduct research, analyze information, and prepare reports for legislative initiatives, agency policies, code change proposals, and other designated projects regarding building and fire related subject matter.

**QUALIFICATIONS GUIDE:**

Comprehensive knowledge of state and federal building related regulations and their referenced model codes and standards; and able to administer, inspect, and enforce their related programs. Comprehensive knowledge of architectural design, engineering technology, fire science, and typical construction practices, including building, structural, mechanical, plumbing, electrical, and fire protection systems; and able to comprehend, interpret, and review construction documents. Considerable knowledge of industrialized buildings and manufactured homes and amusement devices; and of legal principals and quasi-judicial procedures. Demonstrated ability to interpret and apply state and federal regulations, standards, mandates, legal opinions, and agency policies; to research and evaluate complex problems and sensitive building and fire code related issues; to negotiate or mediate resolutions or consensus; and to provide expert testimony. Demonstrated ability to operate personal computers and software to manage system databases; to retrieve, organize, and utilize data to generate reports; to organize material and craft technical reports; to develop and deliver technical presentations and training programs to large and diverse audiences; and to organize and facilitate those related programs. Demonstrated ability to communicate effectively with all clients, verbally and written, and possess strong interpersonal skills. Demonstrated ability to simultaneously manage and coordinate multiple priorities. Associate or Bachelor degree with concentration in architecture, engineering, fire science, construction management, or related applied science discipline; or any combination of equivalent training and experience in the aforementioned professional disciplines, construction, code enforcement or inspections, or related field. Certifications preferred in plan review and building, fire, and trade inspections or ability to obtain certifications within 18 months of employment. Valid Virginia driver's license required.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.**

*For additional information please contact our Human Resource Office, at (804) 371-7000  
An Equal Opportunity Employer*